

SCHEDULE REQUEST FORM

Requested by (Name):
Telephone Number:
Email:
Staff to Accompany Governor:

(Use for Staff Only)

Please send Request to:
Office of the Governor
C.L. "Butch" Otter
Attn: Ruth Bartlett
P.O. Box 83720
Boise, Idaho 83720-0034
FAX: 208-334-3454
Phone: 208-334-2100
E-mail: rbartlett@gov.idaho.gov

Please attach a copy of the agenda, the invitation, and any other details or background

Request: (circle) Meeting Keynote Remarks Welcome Honoree Other: _____

Sole Point of Contact:

Phone:

Cell:

Email:

Event Details

Organization hosting:

Name of Event:

Date\Day:

Event MC:

Start Time:

End Time:

Time Governor arrives:

Time Governor may depart:

Other Prominent Guests:

*include short bio's on accompanying page(s)

Where Governor will be Seated:

First Lady to Attend? Yes/No

Directions, address and entrance:

Purpose of event or meeting:

Media present: Yes/No Details:

Speaking Details

Type and size of Audience:

Topic Preference/Talking Points:

Time allotted to speak:

Who will introduce the Governor?

Who else is speaking?

Scheduling Policy

1. The Governor is unable to commit to events or requests more than six weeks in advance. Please plan accordingly.
2. Prior to including the Governor as an attendee in a news release or printed materials, please contact the scheduling office for approval.
3. Please bear in mind that considering his official duties and current events, the Governor may need to rearrange his schedule. Due to his multiple responsibilities and other factors, it is always possible that he may not be able to appear as planned. In such cases, we respectfully request your understanding and apologize for any inconvenience.
4. Please assign a sole point of contact in order to avoid inconsistencies and misinformation.